

# STATE OF COLORADO

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## GOVERNOR'S ENERGY OFFICE

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Bill Ritter, Jr.  
Governor

Tom Plant  
Director

**Dear Applicants,**

**It is important to read this Request for Applications (RFA) application completely prior to responding. All previous grant winners have been awarded due to their understanding of the requirements articulated within this RFA.**

Thank you for your interest in the Governor's Energy Office RFA. Governor Ritter salutes the many companies and organizations that are engaged in advancing the New Energy Economy and establishing Colorado as a national leader in innovation and implementation of energy efficiency and renewable energy.

We understand that you spend many days putting together a grant request; however failure to follow guidelines will lead to disqualification. We must maintain a level playing field and these requirements are essential to ensure a fair process for all. So please pay attention to the grant guidelines.

We acknowledge that you fully expect your project to win the competitive process for an ARRA grant. We expect you wouldn't bother to submit an application otherwise. If previous grant cycles are any indication, we will receive far more applications than we can fund. Effectively conveying the reasons you believe your project is superior will require effort. In the last round of the **NEED** RFA, we received 219 applications, we funded 14. It should be understood that this process is very competitive and only well thought out applications that meet the guidelines contained in each RFA should be submitted. The Ground Source Heat Pump Pilot Program has **\$400,000** available for project funding.

Some mandatory requirements for this RFA submission are as follows:

- All RFA submissions must be received [grants@state.co.us](mailto:grants@state.co.us) by 11:55pm on March 7<sup>th</sup>, 2010. The GEO is not responsible for technical or submission issues at the time of submission. If the GEO inbox has a timestamp of 11:56pm or after the submission is automatically disqualified from review. The GEO anticipates a high volume of application submissions and cannot guarantee that those sent close to the deadline, will be received by the GEO inbox on time. Please be sure to plan accordingly when submitting an application to accommodate for the anticipated high volume of submissions.
- All Attachments are required using GEO provided templates unless otherwise stated.
- You must provide a detailed project budget which details the budget of the grant funding request within this application.
- You must provide projected timeline/milestones for the project that begins with the listed start date.

- ARRA funding requires that all sub-contracted work be bid competitively. You must provide justification of a competitive process if this step has been completed before the grant submission deadline.

**\*Upon a grant award the GEO has the right to request any additional information or documentation for contracting purposes. Any entity that does not provide such information or documentation within 30 days of grant award will automatically be disqualified from grant funding.\***

Once again, thank you for your participation in the New Energy Economy and your commitment to a sustainable future for Colorado.

Sincerely,

A handwritten signature in black ink, appearing to read "Tom Plant", with a stylized flourish at the end.

Tom Plant  
Director, Governor's Energy Office

# American Recovery and Reinvestment Act

## Residential Ground Source Heat Pump Rebate Program

### GUIDELINES AND REQUEST FOR APPLICATIONS (RFA)

Application must be submitted electronically and received by:  
March 7, 2010 at 11:55 p.m. MST



**January 2010**

THE GOVERNOR'S ENERGY OFFICE  
1580 Logan Street, Suite 100  
Denver, CO 80203

[www.colorado.gov/energy/recovery](http://www.colorado.gov/energy/recovery)

Governor's Energy Office energy efficiency and renewable energy updates

<http://www.colorado.gov/recovery/>

Colorado's American Recovery & Reinvestment Act updates –all programs

[www.recovery.gov](http://www.recovery.gov)

White House recovery website

**Governor's Energy Office  
American Recovery and Reinvestment Act  
Residential Ground Source Heat Pump Rebate Program  
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**Attachments:**

**Attachment A-Application Summary Sheet (Excel format provided by the GEO is required with application submission) - NOTE, this must be signed by a person legally authorized to bind the applicant to the application.**

**Attachment B-Business Certification-Required (PDF format provided by the GEO is required with the application submission).**

**Attachment C- Application Template- Required**

**Attachment D- NEPA Authorization Signature Page- NOTE, this must be signed by a person legally authorized to bind the applicant to the proposal.**

**Appendices:**

**Appendix #1- State of Colorado Supplemental Provisions for Contracts and Grants using Funds Provided under the American Recovery and Reinvestment Act of 2009 (ARRA Funds)-Please Review**

**Appendix #2 – Solicitation Terms for ARRA Acquisitions**

**Appendix #3- State of Colorado Model Contract-Please Review**

**Appendix #4-CO GSHP Final Report-Please Review**

**I. Grant Background Information****A. ARRA – GSHP**

The American Recovery and Reinvestment Act (ARRA) presents an extraordinary opportunity to strengthen Colorado's New Energy Economy and will create new green jobs across the state. With this opportunity also comes need for additional oversight to ensure these funds are invested effectively, efficiently, wisely, and with an unprecedented level of transparency and accountability. The Governor's Energy Office (GEO) will work diligently to honor this responsibility to the taxpayers and the public. The GEO will use recovery dollars to eliminate barriers to energy efficiency and renewables for homeowners and businesses. Part of this effort includes supporting the Ground Source Heat Pump Pilot Program.

These grants provide funding to advance residential energy efficiency throughout the state of Colorado. Under the GEO's stewardship, part of the State Energy Program (SEP) fund will be used to target investments in energy efficiency that create jobs in Colorado and reduce carbon emissions. Four hundred thousand dollars (\$400,000) is available for these competitive grants.

This application attempts to gather all the necessary information required for projects that will successfully increase the availability of ground source heat pumps in residential buildings, as developed from the Department of Energy guidelines for SEP funding. If, at any time, the GEO determines that additional information is required, it has the ability to reissue, cancel, or modify this RFA without penalty.

## **B. ARRA – Goals**

The goals of the ARRA Act include the following:

1. To preserve and create jobs and promote economic recovery.
2. To assist those most impacted by the recession.
3. To provide investments needed to increase economic efficiency by spurring technological advances in science and health.
4. To invest in transportation, environmental protection, and other infrastructure that will provide long-term economic benefits.
5. To stabilize State and local government budgets, in order to minimize and avoid reductions in essential services and counterproductive state and local tax increases.

Organizations are to manage and expend ARRA funds so as to achieve these goals, including commencing expenditures and activities as quickly as possible, consistent with prudent management. Contract planning, evaluation, and award must align with these goals.

Colorado has been selected as one of sixteen core states which will be monitored and audited over the next three years to provide an analysis of the use of funds under the ARRA.

## **C. Residential GSHP Program- Goals**

The goals of the Residential GSHP Program are:

1. Reduce the use of energy in Colorado.
2. To help Coloradans reduce their utility bills.
3. Create jobs and incentivize the industries related to GSHP.
4. Promote the use of ground source heat pumps as an alternative to heat and cool homes.
5. Gather data on actual annual savings when compared to baseline data.

## **II. Administrative Information**

### **A. ARRA Specific Requirements**

**NOTE:** This note is provided to remind Applicants of existing federal guidance and is to assist when receiving and/or awarding contracts/subcontracts using funds made available under the American Recovery and Reinvestment Act of 2009, Pub L. 111-5 (ARRA or the Act). It is the responsibility of Awarded Applicants to ensure compliance with all ARRA regulations and requirements imposed by the acceptance of this grant. The **Appendix #1, State of Colorado Supplemental Provisions for Contracts and Grants using Funds Provided under the American Recovery and Reinvestment Act of 2009 (ARRA) Funds** and **Solicitation Terms for ARRA Acquisitions, Appendix #2**, provides contract requirements specifically for this grant. In addition to the ARRA requirements, DOE grant specific requirements may be incorporated into contract.

Awarded Applicants will be required to obtain a DUNS number (or updating the existing DUNS record), and register with the Central Contractor Registration (CCR).

Each Grantee awarded funds made available under the Recovery Act shall promptly refer to an appropriate inspector general any credible evidence that a principal, employee, agent, contractor, sub-grantee, subcontractor, or other person has submitted a false claim under the False Claims Act or has committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving those funds.

#### **B. Proprietary/Confidential Information**

Any restrictions of the use of or inspection of material contained within the application shall be clearly stated in the application itself. Written requests by the Applicant for confidentiality shall be submitted to the GEO in advance of the application submission deadline. Please allocate sufficient time prior to the application submission deadline to allow for a response by the GEO. The Applicant must state specifically what elements of the application are to be considered confidential/proprietary and must state the statutory basis for the request under Public (open) Records Act. (Section 24-72-201 et. seq., C.R.S.). Confidential/Proprietary information must be readily identified, marked and separated/packaged from the rest of the application. Co-mingling of confidential/proprietary and other information is not acceptable. Neither an application, in its entirety, nor application price information will be considered confidential and proprietary. Any information that will be included in any resulting contract cannot be considered confidential. The GEO will make a written determination as to the apparent validity of any written request for confidentiality. In the event the GEO does not concur with the Applicant's request for confidentiality, the written determination will be sent to the Applicant. Ref. Section 24-72-201 et. seq., C.R.S., as amended, Public (open) Records Act.

#### **C. Organizational Conflict of Interest- Requirements of this Application and Subsequent Contract**

Any business entity or person is prohibited from being awarded a contract if the business entity or person has an "Organizational Conflict of Interest" with regard to this solicitation and the resulting contract.

No person or business entity who was engaged by the State to prepare the original grant application or has access prior to the solicitation, to sensitive information related to this procurement process, including, but not limited to requirements, statements of work, or evaluation criteria, will be eligible to directly or indirectly submit or participate in the submission of an application for this grant solicitation. The State considers such engagement or access to be an Organizational Conflict of Interest, which would cause such business entity or person to have an unfair competitive advantage.

If the State determines that an Organizational Conflict of Interest exists, the State, at its discretion, may cancel the contract award. In the event the Awarded Applicant was aware of an Organizational Conflict of Interest prior to the award of the contract and did not disclose the conflict to the procuring agency, the State may terminate the contract for default. The provisions of this clause must be included in all subcontracts for work to be performed by subcontractors in connection with the performance of the contract, with the terms "contract," "contractor," and "contracting officer" modified appropriately to preserve the State's rights.

#### **D. RFA Response Material Ownership**

The State has the right to retain Applicants original applications and other RFA response materials for its files. As such, the State may retain or dispose of all copies as is lawfully deemed appropriate. Application materials may be reviewed by any person after the "Notice of Intent to Make an Award" letter(s) has/have been issued, subject to the terms of Section 24-72-201 et seq., C.R.S., as amended, Public (open) Records. The State has the right to use any or all information/material presented in reply to the

RFA, subject to limitations outlined in the clause, Proprietary/Confidential Information. Offeror expressly agrees that the State may use the materials for all lawful State purposes, including the right to reproduce copies of the material submitted for purposes of evaluation, and to make the information available to the public in accordance with the provisions of the Public (Open) Records Act.

#### **E. Doing Business in Colorado**

A Vendor wanting to do business in Colorado must register with the Colorado Secretary of State in accordance with Colorado Revised Statute (CRS) 7-90-801. This is the link for the Colorado Secretary of State's Web site: <http://www.sos.state.co.us>. (Recommend going to the "Business Center" section, then opening the "Business Home" page, under the "General Information" section review the FAQs.) A copy of the business entity's Articles of Incorporation and/or Bylaws may be requested by the State.

#### **F. Binding Offer**

An application submitted in response to this RFA shall constitute a binding offer. Acknowledgment of this condition shall be indicated by the signature on the Business Certification (**Attachment B-GEO provided document**) of the Applicant or an officer of the Applicant legally authorized to execute contractual obligations. By submitting an application the Applicant affirms its acceptance of the terms and requirements of this RFA, including its attachments and appendices, without exception, deletion, or qualification - and without making its offer contingent. The Applicant further agrees to cooperate with GEO and expedite the contracting process upon notice of award.

#### **G. Model Contract with Solicitation Terms for ARRA Acquisitions and ARRA Supplemental Provisions**

Except as modified, the Model Contract (**Appendix #3**), **State of Colorado Supplemental Provisions for Contracts and Grants Using Funds Provided under the American Recovery and Reinvestment Act of 2009 (Appendix #1)**, and the **Solicitation Terms for ARRA Acquisitions (Appendix #2)** included in this RFA shall govern this procurement and are hereby incorporated by reference. Please note this Model Contract lists the State's required legal provisions but does not include the specific scope of work and requirements for this RFA.

The Applicant is expected to review the attached Model Contract, all terms and conditions as well as all supplemental provisions and note exceptions. Applicants agreeing to abide by the requirements of the RFA are also agreeing to abide by the terms of the Model Contract. Unless the Applicant notes exceptions in its application, the conditions of the Model Contract will govern.

While it may be possible to negotiate some of the wording in the final contract, there are many provisions, such as those contained in the State Special Provisions, which cannot be changed. Applicants are cautioned that the State believes modifications to the standard provisions, terms and conditions, and the State Special Provisions constitute increased risk to the State and increased costs. Therefore, the scope of requested exceptions is considered in the evaluation of applications.

This guidance is provided to remind Applicants of existing federal guidance and is to assist when receiving and/or awarding contracts/subcontracts using funds made available under the American Recovery and Reinvestment Act of 2009, Pub.L.111-5 (ARRA or the Act). It is the responsibility of the Awarded Applicant to ensure compliance with all ARRA regulations and requirements imposed by the acceptance of this project. The **Appendix #2, State of Colorado Supplemental Provisions for Contracts and Grants Using Funds Provided under the American Recovery and Reinvestment Act of 2009 (ARRA Funds)**, provides specific requirements specifically for this grant.

#### **H. News Releases**



News releases pertaining to resulting awards from this application shall NOT be made prior to the execution of the contract without prior written approval of the State.

#### **I. Disclaimer**

All statistical and fiscal information contained within this RFA, and any amendments and modifications thereto, reflect the best and most accurate information available to the GEO at the time of the RFA preparation. No inaccuracies in such data shall constitute a basis for legal recovery of damages or protests, either real or punitive, except to the extent that any such inaccuracy was result of intentional misrepresentation by the GEO.

#### **I. Inquiries**

The GEO will provide information regarding best practices and RFA guidelines. All written inquiries should be emailed to Francisco Flores at [Francisco.flores@state.co.us](mailto:Francisco.flores@state.co.us) by 5:00pm on Wednesday, February 10<sup>th</sup>, 2010. The GEO will be unable to answer any questions pertaining to individual project proposals. Responses will be answered in writing and posted on the GEO website by 5:00pm February 15<sup>th</sup>, 2010. Applicants should not rely on any other statements, either written or oral, that alter any specification or other term or condition of this application during the open solicitation period. Applicants should not contact GEO staff or any other state office or individual regarding this application. Applicants are responsible for monitoring the GEO's website for publication of modifications to this grant solicitation.

### **III. Residential Ground Source Heat Pump Program Application**

#### **A. General Objective**

For the competitive application process, the GEO will consider funding requests from Municipal or Co-op electric utilities that are located in and serve exclusively Colorado to partner with the GEO in offering a rebate program for Residential Ground Source Heat Pump projects.

\$400,000 is available in total for this grant. Two projects will be awarded. Each will receive \$200,000 for program administration, awards, and potentially monitoring equipment, on a competitive basis.

One grant will be awarded for each of the following categories:

- 1) Utilities where electricity usage peaks during the winter.
- 2) Utilities where electricity usage peaks during the summer.

**Matching funds are required.** While there's no minimum amount, higher matches will help applicants score higher.

A minimum of one year of pre-installation energy usage data, as well as one year of post-installation monitoring is required. The data gathered will be made available to build upon the "Evaluation of Ground Source Heat Pump Energy, Demand, and Greenhouse Gas Emissions Reduction Potential in Colorado Residential Building Applications" report completed in University of Colorado Boulder (attached as Appendix C).

This program will fund rebates for residential projects only.

### **C. Program Description**

Each utility will design and administer a rebate program within its territory to incentivize the use of Ground Source Heat Pumps. Rebates will be limited to residential customers and for new installations. Expansions of existing GSHP systems will not receive rebates. No more than 20% of the total amount of rebates distributed shall be used for new construction.

The amount of the rebate will be set by the utility and clearly specified in the program design. However, the rebate should not exceed 30% of the total cost of each residential project, including the cost of the installed equipment. The total number of households which will receive a rebate must be included in the program submitted to GEO.

The total cost of administering the program should be specified including details of how the program will be administered. It is advised that the cost of administering the program does not exceed 10% of the grant award. An additional maximum of 5% can be used for promotion and education.

Each rebate program will have to be implemented between July and December of 2010. Ideally, all the funds must be spent by the end of this year's building season (variable depending on location).

### **D. Priority Areas**

For this RFP the GEO has established two priority areas for projects. One project will be awarded for each area:

- 1) A territory where electricity usage peaks during the winter
- 2) A territory where electricity usage peaks during the summer

**Utilities will have to document their load profile as part of their application.** The GEO reserves the right to determine if projects fall within these territories.

### **E. Eligible Applicants**

This grant is open only to municipal utilities and rural electric associations. Joint applications of adjacent utilities are welcome.

### **F. Reporting Requirements**

A monthly report detailing the progress of the rebate program must be submitted to the GEO. See Section VI *Awarded Applicant Reporting and Payment Procedures* for more details.

An important component of this grant will be the collection of data. Acceptance of the grant comes with the commitment to submit the following data a year after the start of the program (partial data), and a year after the last installation is finished (complete data):

**Data reporting for the period before installation is not required for new construction projects.**

- One year of utility bills previous to the installation of the GSHP system (from the resident).

- One year of utility bills after the installation.
- Monthly minimum and maximum temperature averages for the year before and after installation. The preferred source is Weather Underground (<http://www.wunderground.com>).
- Monthly utility load profile for the same period.
- Residential building's original heating and cooling system type (electric, natural gas, etc.).
- Number of installations completed by local companies (same county or adjacent counties).
- Number of installations completed by other companies.
- System cost differential: original budget vs. final cost. Differences in cost often result from unexpected difficulties in drilling or, other unforeseen situations. The reason for the differential must be explained.

### **G. Prohibition on Use of Funds**

According to the U.S. Department of Energy (DOE), ARRA-SEP funds can NOT be used for the following:

- For construction, such as construction of mass transit systems and exclusive bus lanes, or for the construction or repair of buildings or structures.
- To purchase land, a building or structure or any interest therein.
- To subsidize fares for public transportation.
- To subsidize utility rate demonstrations or state tax credits for energy conservation or renewable energy measures.
- To purchase equipment, conduct research, or engage in development or demonstration of energy efficiency or renewable energy techniques and technologies not commercially available.
- The following projects are specifically noted under ARRA Section 1604: casino or other gambling establishments, aquariums, zoos, golf courses, or swimming pools. Project applications for all or part of one of these categories shall be denied.

### **H. National Environmental Policy Act (NEPA) Implementing Procedures**

**\*In order to receive categorical exclusion from NEPA review, installed GSHP systems must have a 5.5-ton capacity or smaller.\***

NEPA is a Federal law that serves as the Nation's basic charter for environmental protection. It requires that all Federal agencies consider the potential environmental impacts of their proposed actions. NEPA promotes better agency decision-making by ensuring that high quality environmental information is available to agency officials and the public before the agency decides whether and how to undertake a major Federal action. NEPA compliance is a part of the GEO's decision-making process for the types of projects and activities funded by the ARRA. Awarded Applicants will be responsible for complying with all NEPA Implementing Procedures, as well as the Historic Preservation Act, and others.

Specifically, only projects that are categorically excluded will be eligible for NEED grant funding such as the following:

- For Renewable Energy Projects, projects under 230 kV may be directly funded. For projects over 230 kV, only technical assistance may be provided versus direct project funding.

- For Energy Efficiency projects, modifications to buildings that comply with [10 CFR Ch. X \(1-1-08 Edition\) Pursuant Pt. 1021, Subpart D, Appendix B \(specifically sections B1.3 & 4\)](#) are eligible for funding.

DOE's NEPA regulation lists classes of actions that normally do not require NEPA review because, individually or cumulatively, they do not have the potential for significant environmental impacts. Examples are information gathering activities, certain energy conservation measures, bench-scale research, and some pilot and demonstration projects. The complete list of DOE categorical exclusions is contained in [Appendices A and B to Subpart D of DOE's NEPA regulations \(10 CFR Part 1021\)](#). In all instances National Historic Preservation Act rules shall be followed, and waste materials shall be handled properly and Awarded Applicants will be required to validate proper disposal of waste materials. Any project that could potentially trigger extended environmental reviews may not be considered for GEO funding. The GEO reserves the right to make any applicant's application for grant funding ineligible due to NEPA approval concern.

#### **IV. Response Format & Application Requirements**

##### **A. General Instructions**

This application, **excluding the required forms and attachments**, shall not exceed five (5) consecutively numbered (bottom center), 8.5x11-inch pages of single-spaced, standard 11-point type with 1-inch margins. NO hard copy applications will be accepted; submissions must be sent to [grants@state.co.us](mailto:grants@state.co.us).

##### **B. Application Response Requirements**

Applicants shall include the following information about the proposed project:

###### **Project Abstract**

Provide a brief description of the project for which funding is being requested and clearly states how they will help meet the goals and objectives of the GSHP program. The abstract should be no more than 125 words. Please keep this paragraph free of any proprietary information.

###### **Project Narrative**

Provide a background and narrative that demonstrates, with specificity, a thorough explanation of how the training opportunities will contribute to, stated goals of the "General Objective." Describe the location, regions affected, the market and why the program is appropriate.

Describe the program in detail, including administrative cost breakdown, personnel involved, anticipated number of rebates and other requirements described in Section III of this document.

Preference will be given to proposals that demonstrate the ability to generate matching funds.

###### **Budget**

Provide an itemized spreadsheet of all training costs, including, but not limited to, personnel, showing budgeted hours and rates, equipment, materials, supplies, subcontractor overhead and profit, etc. Provide a detailed itemized budget for the GEO grant request which details how the potential funding will be used for this program, travel costs should be limited to those that are directly essential. Note: Any travel relative to the performance of the services outlined will be reimbursed in accordance with State Fiscal Rule 5-1, as amended with limited exceptions.

Information may be found at the following State Travel Management Program link at: [http://www.state.co.us/gov\\_dir/gss/cen/travel1/stmp/](http://www.state.co.us/gov_dir/gss/cen/travel1/stmp/). Include any other funding sources that will be used for this project and indicate any plans to attract additional funding. **Note: Please refer to Section 10 of Appendix #1 as it pertains to specific Wage Rate Requirements.**

For Example;

Project Cost		Project Funding	
Grant Administration General Coordinator	\$13,000	GEO Grant-itemized budget (requested in this application)	\$200,000
Grant Administration Assistant	\$6,500	CREA funds	\$100,000
Office Supplies	\$500		
Promotion	\$5,000		
Education	\$5,000		
Grants	\$270,000		
<b>Total Project Cost</b>	<b>\$300,000</b>	<b>Total Project Funding</b>	<b>\$300,000</b>

A description of the rebate scheme containing the following information must be included:

- 1. Total budget for rebates (ONLY Rebates):**
- 2. Typical configuration considered:**
- 3. Basic requirements**
  - 3.1. Eligibility (residential systems, no expansions, etc.)
  - 3.2. Will an Energy Audit be required? (Recommended)
  - 3.3. System minimum requirements (size, capability, ratings, etc.)
- 4. Energy calculations**
  - 4.1. Estimated offset energy.
  - 4.2. Estimated savings.
- 5. Economics**
  - 5.1. Typical cost:
    - 5.1.1. Original estimated cost
    - 5.1.2. Cost after applicable tax credits.
    - 5.1.3. Cost after rebate.
  - 5.2. Rebate amount:
    - 5.2.1. Maximum amount

- 5.2.2. Minimum amount
- 5.2.3. Explain how (if) the rebate amount increases with increases in system size
- 5.3. Approximate number of systems that will receive a rebate

#### Budget Narrative

Provide a budget narrative that describes how the budget costs are determined and how they relate to the administration of the program. Indicate any other funding sources that will be used for this project and describe any plans to obtain or leverage additional funding. If not already included in the application, list all grant funds received to date, whether from public or private sources, **including all funding applications pending with other entities. If funding is not yet secured or awarded from any source, please indicate that clearly.**

#### Staff Project Management Experience, Qualifications and Facilities Requirements

Describe the project staff responsibilities and qualifications. Biographical sketch of the staff and/or development team should include a brief resume/summary of qualifications and previous accomplishments (for similar projects) for project manager(s).

Describe the internal resources available to the project team or partners, including facilities, manufacturing capabilities, major equipment and other technical aspects, permits, and administrative resources that will be required for the project.

In the case of utilizing GEO ARRA funding, a competitive bid process is a requirement in the selection of a subcontractor. Please refer to the ARRA guidelines regarding this subject to ensure that you are in compliance. Identify any subcontractors that you will use to complete the work.

- a. What role will they play?
- b. How did you identify this subcontractor?

#### Project Tasks

A list of project tasks that must be completed in order for the project to be completed must be submitted. These tasks will directly feed into the milestone progress and will be included in the contract. Tasks should identify core areas of work, lead time and the amount of time to complete. A chart (Gantt or similar) should be used to describe timeframes for the project's tasks.

#### Project Milestones

Include a schedule of project milestones that demonstrate a project start date (**April 26, 2010**) through project completion. Identify what issues/conditions still need to be resolved before the project can begin and what barriers might be foreseeable. The milestones should reflect major events during the life of the project and should help determine progress towards completion and success. These milestones will also be points at which funding reimbursements might be requested. These milestones should be included on the timeline chart, marked accordingly with the tasks.

#### Required Forms and Attachments

These documents are not included in the five (5) page application limit, but are required as noted:

**Attachment A-Application Summary Sheet (Excel format provided by the GEO is required with application submission) - NOTE, this must be signed by a person legally authorized to bind the applicant to the application.**

**Attachment B-Business Certification-Required (PDF format provided by the GEO is required with the application submission).**

**Attachment C- Application Template- Required**

**Attachment D- NEPA Authorization Signature Page- NOTE, this must be signed by a person legally authorized to bind the applicant to the proposal.**

### **C. Application Submission**

Applications must be received by 11:55 p.m. (MST) on March 7<sup>th</sup>, 2010. The GEO is not responsible for technical or transmittal issues when submitting a grant application. **ALL** applications with a GEO inbox timestamp of 11:56 p.m. or after will automatically be disqualified from the grant review process – **NO EXCEPTIONS.**

**Only electronic applications will be accepted.** Hard copy applications will not be accepted. Please e-mail your application to [grants@state.co.us](mailto:grants@state.co.us), Subject: "GSHP Application – ENTITY NAME." The GEO requests that all documents be included as attachments in one email, however if your documents are too large to send in one email, you may send multiple emails. If you must do this, please use the same email subject each time, with a unique identifier (such as "1 of 2") to assist with processing your materials efficiently.

Applicants will receive an e-mail auto-response notification of the receipt of their application immediately upon submission.

The application, **excluding B** and shall not exceed five (5) consecutively numbered (bottom center), 8.5x11-inch pages of single-spaced, standard 11-point type with 1-inch margins and be submitted as a single electronic document, in either Adobe PDF or Microsoft Word format.

**Incomplete applications or applications received after the deadline will be disqualified and will not be considered for funding.**

**Please note that the GEO provided format of Attachment A, B, C & D are required for all applications.**

## **V. Evaluation and Award Selection Process**

### **A. Evaluation Team**

All applications could be reviewed by an Evaluation Team comprised of GEO staff, representatives from the Office of Economic Development & International Trade (OEDIT) and other evaluators as appropriate. Applicants will be notified when/if additional information, documentation or personal interviews with project principals are required. All information required to complete the application for funding is provided herein. Any additional information or inquiries pertaining to RFA submissions, including email and phone calls, will not be considered during the selection process.

When considering projects for funding, the Evaluation Team will weigh a number of factors, including but not limited to:

- The merits of the project and project viability; involves feasibility of tasks, budget, timeline and resource capabilities.
- Funds leveraged and comparison of measurable merits. Funds leveraged relates to the composition of current funding sources as compared to the amount of grant request.
- Geographic/market diversity favors projects that impact geographic areas and agencies that are not typical for grantee applications.

## **B. Scoring Process & Scale**

When considering projects for funding, reviewers will score applications in the following categories. Each category is worth 25 points. A total of 50 points per application is possible.

- **Project Development** - When considering the development of the project, take into account, project narrative, staff project management experience, qualifications and facilities requirements, project tasks, and project milestones.

*1 point – 5 points* = This project is not developed. There is no sound plan for implementation.

*6 points -10 points* = This project's development is questionable. The project may have been partly developed but is not feasible based on the present implementation plan. The implementation plan is vague or missing key elements.

*11 points -15 points* = This project has a reasonable level of development, and the installation has a chance of being successful. The implementation plan is primarily thought out.

*16 points – 20 points* = This project is well developed and implementation will most likely be successful. The plan is well thought out and is realistic.

*21 points – 25 points* = This project is completely developed and will most likely be successful. All key elements of the implementation plan have been carefully thought out, organized and planned. Obstacles to completion have been identified and a plan to address them has been created.

- **Geographical/Market Diversity** – This grant will fund two rebate programs, affecting several local communities and regions.

*1 point- 5 points* = The project has no local, regional or state impact if developed.

*6 points-10 points* = The project is designed for a region where similar projects reside and/or this project is similar to other projects in the region.



*11 points-15 points* = The project will be in a region of the state where GSHP installations are not prominent. Project may have local, regional and state impact.

*16 points-20 points* = The project will diversify the local community. This project will have local, regional and state impact.

*21 points-25 points* = Project is “one of a kind” for the region/market and will be considered “showcase” for the community. This project will have local, regional and state impact.

## **C. Decisions**

Additional financial information may be requested by the GEO from applicants prior to final award determination.

Funding is limited. Applications meeting all of the program’s general policy guidelines may not necessarily receive an award.

The GEO reserves the right to delay any decision due to budgetary constraints.

The GEO reserves the right to vary from the criteria as necessary or appropriate based on guidelines given by Department of Energy.

Funding decisions are anticipated to be made on or near the 4th week of March, 2010 and applicants will be notified of the Selection Committee’s determinations via email.

Funding decisions are final. Funds awarded are based on a competitive process where applications are weighed against other applications. **Any changes to an Awarded Applicant’s scope of work after GSHP funds are awarded will not be allowed and may result in the nullification of the award.**

## **VI. Awarded Applicant Reporting and Payment Procedures**

### **A. Reporting**

All funding awards are conditioned upon veracity of information provided by the applicant and will require significant accountability and reporting. The following reporting requirements will be included in the GEO’s Contract with Awarded Applicant (Grantee):

Unless otherwise provided in the Contract, the Grantee shall be responsible for the following reporting requirements. Such written analysis shall be in accordance with the procedures developed and prescribed by the State. Required reports shall be submitted to the GEO not later than the end of each calendar month, or at such time as otherwise specified. The preparation of reports in a timely manner shall be the responsibility of Grantee and failure to comply may result in the delay of payment of funds and/or termination of the Grant.

#### **A.1 Monthly Progress Reports**

Grantee shall submit, on a monthly basis, a written progress report analyzing the performance under this Grant. The report shall refer to the status of work to be performed pursuant to this Grant and shall include a description of the deliverables and tasks completed during the reporting period. The report shall contain all associated DOE project metrics as identified by the GEO. In addition, the report shall include a description of any findings or results, any unanticipated outcomes or roadblocks encountered, and any potential future applications of project results. The report shall indicate clearly whether work is proceeding according to schedule, ahead of schedule or behind schedule. If the work is behind schedule, the report shall include a summary of the reasons for the delay and a plan of action to bring the project back on schedule, which shall be subject to review and approval by the GEO prior to implementation.

## **A.2 Monthly Financial Status Reports**

The Monthly Progress Report shall contain a Financial Status Report summarizing expenditures for federal funds and non-federal cost-share on a form to be provided to the Grantee by the GEO. Expenditures shall be shown for each line item on a month-by-month basis.

## **A.3 Final Reports**

Grantee shall produce and submit to the GEO Program Manager a Final Financial Status Report and a Final Narrative Progress Report of the project that shall provide a technical accounting of the total work performed, and shall contain a comprehensive description of the work tasks specified herein, the results achieved, documenting the success/lessons learned/technology transfer of the project and shall include a financial status summary summarizing expenditures for federal funds and non-federal cost-share. The final report shall include a one page summarization of jobs created, jobs retained, economic impacts and environmental impacts of the project as well as any assumptions used to determine that information. Specific required reporting related to public information shall be included as part of this final report. This information will be used by the GEO's communications team to inform the public of project results via various strategies including press releases, case studies and on the GEO Web site. Please use this as an opportunity to document your achievements through the Project's work.

Include the following:

- a. Project summary narrative: This should summarize the project achievements in no more than two paragraphs. Include, at minimum, the needs that the project addressed, what the goals were, whether or not those goals were achieved, what audience the project served, and how much the project cost in total including how much of that was GEO funding. Include any project specific information that is not covered above.
- b. A summary of quantifiable metrics associated with the project along with a narrative description of the methodology behind those calculations. Depending on the project, this will include ARRA required metrics, such as jobs created/retained or energy saved, or project specific metrics such as number of individuals trained or number of workshops held.
- c. Project constituent testimonials/quotes: This should include press release worthy statements of the project's importance from participants and managers. For example, a school that received funding from solar panels can include a statement from the principal, the building energy manager and a teacher.

- d. Before and after photos if applicable. If the project allows for photos to communicate the work, please include electronic files with the final report. For example, if an inefficient boiler is replaced with a new efficient one, take photos of the old boiler as it is removed, and take photos of the new one when it is installed. If possible, try to get people in the photos.
- e. Include any associated maps, charts, graphs or graphics created as a result of the project.
- f. Include a list of the project's partners, and their logos.
- g. A summary of any communications to AND from the public associated with the project. For example, this could include press releases, advertising, event participation, speaking engagements or newsletters. In addition it should include any surveys results, frequently asked questions or other records of constituent correspondence gathered during the project.
- h. A media relations contact for the funded organization and a media relations contact for the project constituent.

The Final Reports shall be submitted in draft form for GEO's review not later than two weeks prior to the end date of the Grant term, with the final document due within two weeks thereafter.

## **B. Payments**

The following payment procedures will be included in the GEO's Contract with Awarded Applicant (Grantee):

### **B.1 Billing Procedures**

Payments shall be made in accordance with the provisions set forth in the Grant. The State shall pay Grantee the reasonable, allocable, and allowable costs for work performed based on satisfactory progress of the work defined in this Grant. Grantee shall be compensated only for work and services performed by Grantee and accepted by the GEO pursuant to the terms of this Grant. Payment shall also be contingent upon GEO's timely receipt and acceptance of required reports described herein. Grantee shall be reimbursed no more than once a month based on the submission of a Request for Payment and a Financial Status Report form provided by the GEO providing a detailed account of the amount of costs incurred relating to line items per the project budget. The GEO shall withhold payment of the final ten percent (10%) of the total amount until Grantee has submitted and the GEO has accepted all required narrative and financial progress reports enumerated in this Grant.